

NASPNCLAINST 1601.9
Code 15000
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NASPNCLA INSTRUCTION 1601.9

Subj: ESTABLISHMENT OF GATE SENTRIES AT THE MAIN GATE, NAVAL AIR STATION
PENSACOLA, FLORIDA

Encl: (1) Training/Manning Guidelines

1. Purpose. To establish guidelines and requirements for manning the main gate at Naval Air Station Pensacola, Florida.

2. Discussion. Effective 1 May 1997, the Commanding Officer, NAS Pensacola, instituted Gate Sentries at the main gate of NAS Pensacola between the hours of 0800 and 1600, Monday through Friday, for the purposes of basic military training, visitor control and vehicle safety. Utilizing enclosure (1), NAS Pensacola Security Department personnel will be responsible for the training and supervision of assigned Gate Sentries.

3. Manning. Gate Sentries will be comprised of Sailors from the Naval Air Technical Training Center (NATTC) and Marines from the Marine Aviation Training Support Group (MATSG). A point of contact will be provided by NATTC and MATSG to ensure the required personnel are present for each watch. Each watch will be comprised of 3 Sailors and 3 Marines (2 Sailors and 2 Marines for Gate Sentry duty, and 1 Sailor and 1 Marine for stand-by/sentry relief).

4. Duties

a. Gate Sentries will assume duties at 0800 and 1200. The Gate Sentries will muster at 0715 and 1115 with their command point of contact for inspection. Gate Sentries will be picked up by NAS Pensacola Security personnel at 0730 and 1130 for transportation to the main gate. Off-going sentries will be returned at 1205 and 1605.

b. Naval Air Technical Training Center and Marine Aviation Training Support Group designated personnel will ensure Sailors and Marines selected for this duty are briefed 24 hours prior to assumption of watch to reiterate appointed time and place to be for pickup, proper rendering of military courtesy, and required duties while standing watch. (See enclosure (1)).

5. Uniforms. Uniform for Gate Sentries will be Summer White/Winter Blue (as appropriate) for Sailors with white duty belts, and Class C for Marines with green duty belts. In the event of inclement weather, raincoats will be worn.

HAROLD G. HATCH JR.
Acting

Distribution:

Special
SE (35)
MATSG
NATTC
(NASPNCLAINST 5216.1R)

TRAINING PLAN

1. Rendering Proper Courtesy

- a. Always salute officers (including retired)
- b. Salute the blue stickers and Staff cars
- c. Always be polite; "Yes sir/ma'am or no sir/ma'am"

2. Proper Identification

- a. DOD Base Decal: Proper location and expiration
- b. Void Passes: Proper location and expiration
- c. Identification Cards: Active Duty, Dependent, Retired
- d. Driver's License

3. Directions

- a. Ask driver (without decals) what their destination is
- b. Permanent party and students will be directed to Building 777 for vehicle
decals or long-term void pass
- c. Give verbal directions if needed
- d. Issue maps of base and points of interest

4. When to let vehicles through gate without stopping

- a. Emergency vehicles (civilian or military)
- b. Funeral processions

5. Uniform attire and protocol

- a. Inspection-ready uniform
- b. Proper method of salute
- c. Proper method of waving vehicles through the gate
- d. Proper method to stop/re-direct traffic

6. Emergency Procedures

- a. Radio/Telephone Navy Police personnel in Building 777
- b. Do not argue or attempt to restrain

7. General Orders

- a. To take charge of this post and all government property in view.
- b. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
- c. To report all violations of orders I am instructed to enforce.
- d. To repeat all calls from posts more distant from the guardhouse than my own.
- e. To quit my post only when properly relieved.

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f. To receive, obey, and pass on to the sentry who relieves me all orders from the commanding officer, command duty officer, officer of the deck, and officers and petty officers of the watch.

g. To talk to no one except in the line of duty.

h. To give the alarm in case of fire or disorder.

i. To call the officer of the deck in any case not covered by instructions.

j. To salute all officers, and all colors and standards not cased.

k. To be especially watchful at night, and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

8. Do's and Don'ts

- a. Do not position yourself in front of a vehicle.
- b. Do be polite and respectful.
- c. Do pay attention to everything around you.
- d. Don't hesitate to ask for assistance.
- e. Don't smoke or eat on post.
- g. Do know the 11 General Orders of a Sentry.

9. You are in charge of your post!

Enclosure (1)

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